**Choice and Form of Main Entry:**

The first task facing the cataloguer is to determine the choice of main entry. The general principle of main entry is to enter a work under the person(s) or corporate body responsible for its intellectual content. In the case of books the chief source of information is usually the title page. Record the information exactly as it appears on the title page. Information appearing elsewhere in the item may be used in the catalogue entry. Take care to ensure the consistent spelling of the author entry within the catalogue (in current practice, editors and compilers are never given a main entry although they were in the past). In current practice, authors are always entered under the commonly known name (e.g., Mark Twain is under Twain, Mark rather than Clemens, Samuel Langhorne). The general rule for titles of nobility is to employ the most commonly used name. An aristocrat may be entered under his or her family name or title (e.g., the Duke of Wellington is entered under his title rather than his family name).

**Author Main Entry**

The author’s name appears on the top line of the card four lines from the top of the card and indented nine spaces from the left margin to allow for the entry of long Dewey numbers. The surname is given first, followed by a comma, and then the given names of the author in the usual order. Inclusion of birth and death dates is optional. Personal name main entries are placed in the 100 field of the MARC record.



**Corporate Body Main Entry**

Library may have materials that are the products of a corporate group such as associations, governments, business firms, and conferences. Rule 21.1B2 of AACR2 defines a corporate body as an organization or a group that acts as an entity and is identified by a particular name. When a corporate body is responsible for the intellectual content of a work, the main entry is listed under the corporate body. If there is doubt on the part of the cataloguer, main entry is by title. Always enter governments and government departments and committees under the name of the

country, province, or local jurisdiction. Corporate main entries are placed in the 110 MARC field.



**Personal Name Added Entry**

If there is more than one author or an illustrator listed on the title page, record only the first author as the main entry. An added entry is made for the second author or illustrator. If three or more authors appear on the title page, main entry is by title. For MARC the tracings for individuals such as editors, illustrators, and secondary authors are entered in the 700 field. The field may be repeated as often as necessary. If an individual or corporate body has been recorded in the statement of responsibility area, it is traced in the appropriate 700 or 7 field. Corporate added entries follow the same general format but are entered in the 710 field.



(Added entry)



**Main Entry by Title:**

If no author is listed, or three or more persons or corporate bodies are listed, the main entry is by title. Make an added entry only for the first author named. The remaining authors or corporate bodies are not recorded by name in the statement of responsibility but grouped under the heading [et al.]; neither are they traced. Works entered under title are typed in a form called a hanging indention. The main entry begins on the fourth line from the top of the card. The call number begins on the fourth line and is indented one space from the edge of the card. The title begins nine spaces from the left margin and is continued at the second indention. In MARC title main entries are placed in the 245 field.



**Books with Editors or Compilers:**

Books without a clearly identifiable author are treated as title main entries. In cases where an editor or compiler is named as responsible for the work, main entry is again by title. Note that the title of the item is recorded first in the statement of responsibility area and is followed by the editor. The editor is traced at the bottom of the card. The indention pattern is different when the T-slip begins with the title. The second and succeeding lines are indented two spaces under the first line. Again the 245 MARC field tag is the subject of attention.



**Books with Retellers or Adaptors:**

In cases where there is an adaptor, this individual is given the main entry and an added entry is given to the original author (if there is one). This situation is commonly encountered with the works of the Brothers Grimm and Hans Christian Andersen. The 245 MARC field tag is used.

(Main entry)



(Added entry)

